OPA DATABASE GUIDE

FOR

PUBLIC USERS

CONTRACT PHARMACIES

MARCH 2013

VERSION 5.0

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SEARCH CONTRACT PHARMACIES

Objectives:

- Searching and Search Results for Contract Pharmacies
- Viewing Contract Pharmacy Details
- Viewing Pharmacy Details
- Exporting Data

SEARCHING CONTRACT PHARMACIES

DETAILS	EXAMPLE

Search Screen Functionality

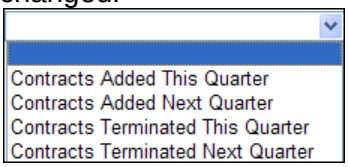
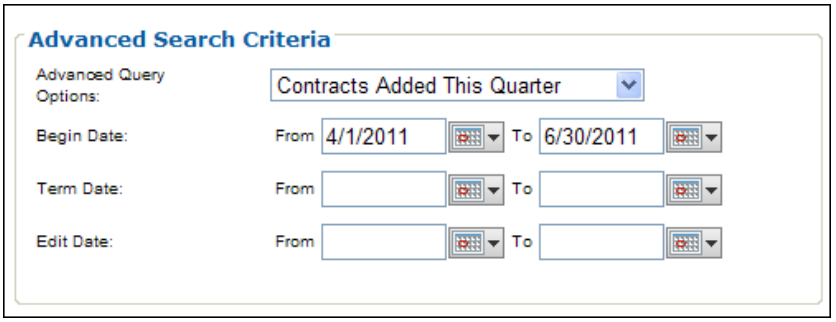
- CP Search Criteria screen provides access to active and terminated records for:
  - Contract Pharmacy Details
  - Pharmacies and history
  - Covered entities
- Data exports for selected records.
- State field: Defaults to All.

  Tip - Multiple States can be selected by holding down the Control key.

  Tip – Select a range of states by holding down the Shift key.

- Search button initiates the search.
- Clear button clears all fields with data.
- Export button exports data to an Excel spreadsheet based on the criteria selected.

SEARCHING CONTRACT PHARMACIES

DETAILS	EXAMPLE
• Entity Name field searches on: – Partial names entered for Covered Entity and Subdivision Name. – Entity Name returns results with Entity/Subdivision Names as part of the name. – For example, entering East in the field, search results would include combinations for Covered Entities with "east" in the name. Returns could be names such as, Eastern Hospital, Southeast Center, etc.	
CP Advanced Search Criteria Advanced Search Criteria provides advanced query options for specific criteria. • Selecting from the drop-down auto-populates the date range fields. • Date range fields can be changed. 	

SEARCHING CONTRACT PHARMACIES

DETAILS	EXAMPLE

Searching Contract Pharmacies

1. Click on Search Contract Pharmacies link and the **CP Search** screen displays.

2. Enter information in applicable fields.

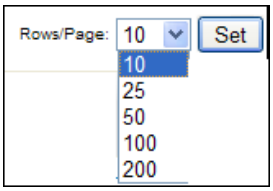
3. Click the Search button and the **Search Results** table displays.

SEARCHING CONTRACT PHARMACIES

DETAILS	EXAMPLE

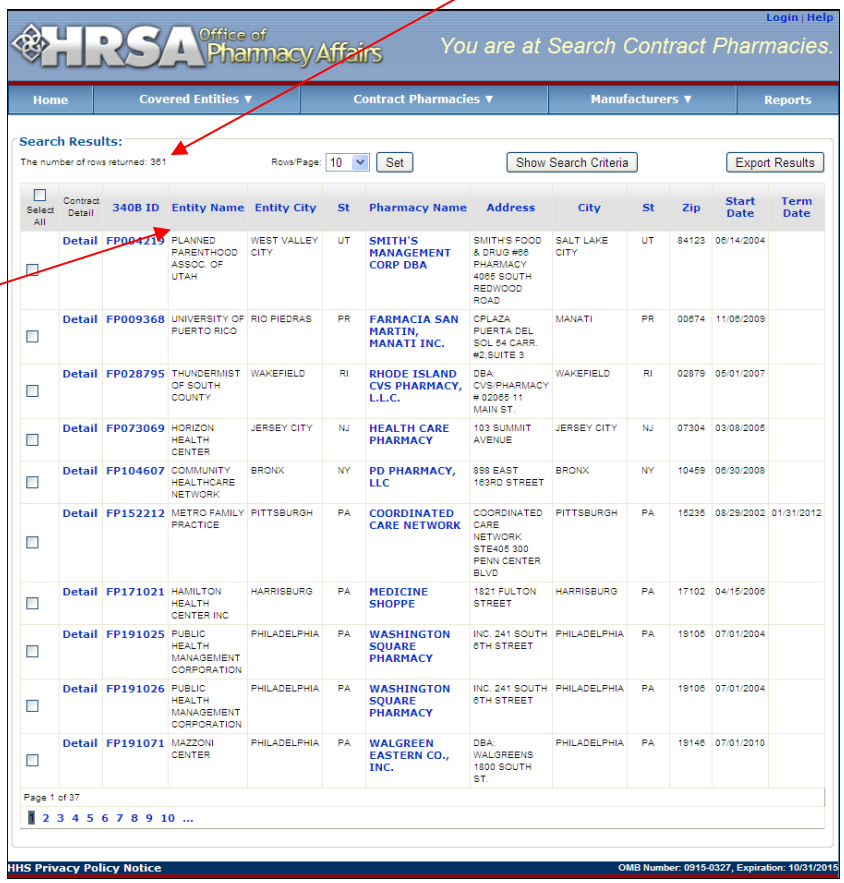
Search Results Table

- Search Results display in uniform table format.
- Number of rows display default is 10, can be set be to 10 to 200 rows.

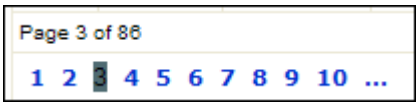


- Columns are sortable. Click any column heading to change sort to descending order. The default is by ascending order of 340B ID.
- Select All checkbox selects **all** records in the Search Results table, not just the current screen.
- Click a **Detail** link and the Contract Pharmacy Details record displays.
- Click on a 340B ID number (i.e., FP004219) which links to the Covered Entity Details record.
- Click a Pharmacy name link (i.e., **Evers Pharmacy**) and basic details and link to CP Details display.
- Show Search Criteria button returns to Search screen, with results maintained.
- Hide Search Criteria hides the Search screen.

Provides total number of results returned.



- Lists number of pages at the bottom, which changes if the number of rows/pages is changed. Click on the next number to view the next group of records.



VIEWING CONTRACT PHARMACY DETAILS

DETAILS	EXAMPLE

Viewing Contract Details

1. Click the **Detail** link for the applicable contract pharmacy and the record displays.

- Contract Details record is view only providing information on:
  - Approval Date
  - Contract Begin Date
  - Contract Termination Date
  - Contract Termination Reason
  - Contract Comments
  - Links to Covered Entity Details and Pharmacy Details

2. Click the Cancel button and the CP Search screen displays.

VIEWING PHARMACY DETAILS

DETAILS	EXAMPLE

Viewing Pharmacy Details

1. Click on the applicable Pharmacy Name link on Results table and the Contract Pharmacy Details section displays.

- Contract Pharmacy Details screen provides pharmacy name, address, and comments.

2. Click on **Contracts** tab and the Contracts section displays. to view all contracts associated with the pharmacy.

- Contracts section provides:
  - Table of all contracts associated with the pharmacy selected.
  - Links to view the Contract Details records.
  - Links to Covered Entities Details records (i.e., 340B ID).

3. Click the **History** tab and the History section displays.

- Section displays changes to the pharmacy address and the timestamp changes were made.

VIEWING COVERED ENTITY DETAILS

DETAILS	EXAMPLE

Viewing CE Details

1. Click the 340B ID link (i.e., FP004219) on the Search Results table and applicable CE Details record displays.

- CE Details is view-only screen.
- Each tab navigates to a different section.

For guidance on covered entity functionality and navigation, go to HRSA OPA Homepage, under Useful Links section select the User Guides link.

2. Click on any tab to view the details for that section.

3. Click the Print button to print a copy of the record.

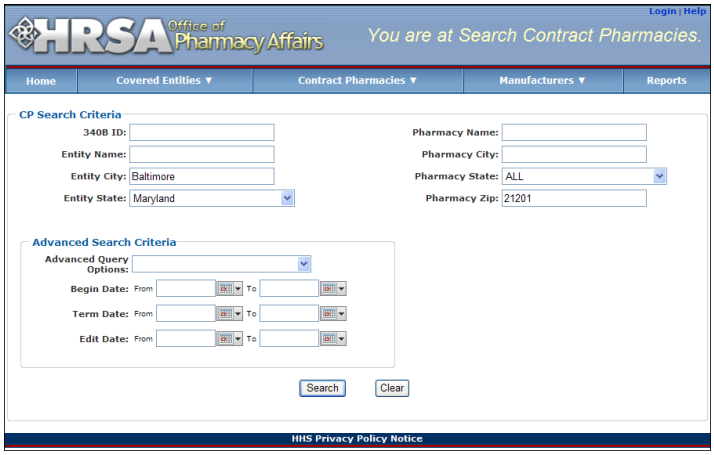
Click the Cancel button and return to the CP Search screen.

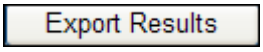
EXPORTING DATA & REPORTS

DETAILS	EXAMPLE

Exporting Results

- Exporting data for specific Contract Pharmacy records, initiates from conducting a CP Search.



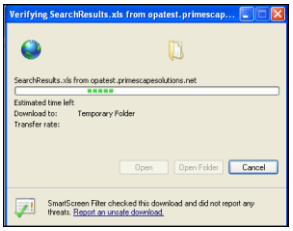
1. Enter search criteria and Search Results table displays.
2. Click on checkbox(es) for Contract Pharmacy record(s) to export.
3. Click the  button, and the Contract Pharmacy Data Extract screen displays.

4. Select checkbox(es) for headings to be selected for a particular section, or select specific checkboxes for data fields.
   - Default setting: all checkboxes are blank.
   - Select All – all categories and checkboxes are indicated.
   - Category headings (i.e., Covered Entity Details) indicate all checkboxes for that heading.
   - Individual checkboxes indicates only a checkbox for a particular item listed.
   - Click on checkbox to deselect.

EXPORTING DATA & REPORTS

DETAILS

5. Click the Export button and a warning message displays.
6. Click the OK button and the File Download window displays.
7. Select Open button to open file, or Save button to save file.
   Verify Search Results window displays.



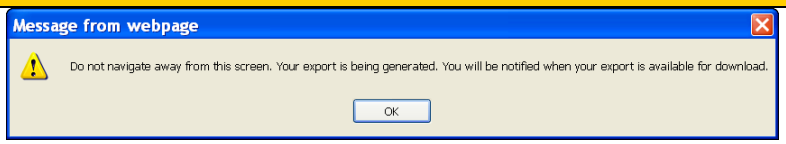
- Excel spreadsheet displays. This is a partial view.

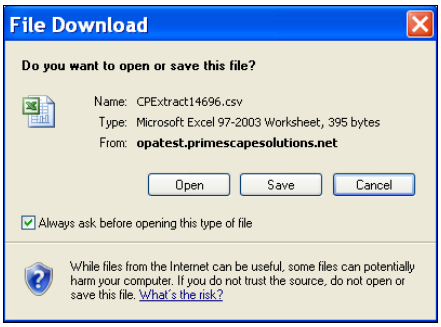
A message window may display, stating the file download may be in a different format. Click the Yes button to and the Excel spreadsheet displays. Or, Click the No button to cancel.

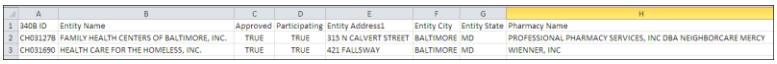
Export Displaying Multiple Rows

- Since it is possible for a Covered Entity to have multiple contract pharmacies and multiple shipping addresses, an export will display a **separate row** for each possible combination. For this example, the Covered Entity has 14 contract pharmacies for a total of 14 rows.

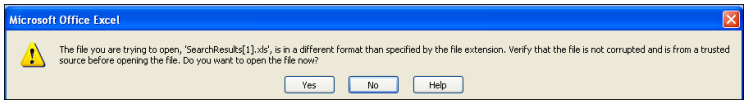
EXAMPLE







	A	B	C	D	E	F	G	H
1	340B ID	Entity Name	Approved	Participating	Entity Address1	Entity City	Entity State	Pharmacy Name
2	CH031278	FAMILY HEALTH CENTERS OF BALTIMORE, INC.	TRUE	TRUE	315 N CALVERT STREET	BALTIMORE	MD	PROFESSIONAL PHARMACY SERVICES, INC DBA NEIGHBORCARE MERCY
3	CH031690	HEALTH CARE FOR THE HOMELESS, INC.	TRUE	TRUE	421 FALLSWAY	BALTIMORE	MD	WIENNER, INC



	A	B	C	D	E	F	G	H
1	340B ID	Entity Name	Entity Address1	Entity State	Pharmacy Name	Pharmacy Address1	Pharmacy City	Pharmacy State
2	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walmart Pharmacy # 1218	1741 East Florence Blvd.	Casa Grande	AZ
3	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walmart Pharmacy # 2778	1695 North Arizona Blvd.	Coolidge	AZ
4	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walmart Pharmacy # 4430	41650 West Maricopa Casa Gra	Maricopa	AZ
5	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Safeway Pharmacy #1706	1637 North Trekell Rd	Casa Grande	AZ
6	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Fry's Food and Drug #660-048	1385 EAST FLORENCE BLVD.	CASA GRANDE	AZ
7	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 10505	2785 N. PINAL AVE	CASA GRANDE	AZ
8	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 1076	333 HUNT HIGHWAY	QUEEN CREEK	AZ
9	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 10998	2483 E FLORENCE BLVD	CASA GRANDE	AZ
10	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 3447	12965 N ORACLE RD	ORO VALLEY	AZ
11	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 4344	1514 E. FLORENCE BLVD	CASA GRANDE	AZ
12	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 6129	2021 N. PINAL AVE.	CASA GRANDE	AZ
13	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 9264	21274 N JOHN WAYNE PKWY	MARICOPA	AZ
14	CH090030	SUN LIFE FAMILY HEALTH CENTER, INC.	865 NORTH ARIZOLA ROAD	AZ	Walgreens # 9652	1575 N ARIZONA BLVD	COOLIDGE	AZ

REGISTER CONTRACT PHARMACY

Objectives:

- Registering a Contract Pharmacy
- Adding other Contract Pharmacies
- Viewing Contract Pharmacies
- Request Contract Pharmacy Terminations

REGISTERING CONTRACT PHARMACY

Helpful Tips for an Online Contract Pharmacy Registration Request

Submission of an online contract pharmacy registration request is an automated process.
A contract pharmacy registration request must be completed during the same browser session.
There is no way to save a contract pharmacy registration request once it has been initiated.

Registering contract pharmacy can *only* be submitted for covered entities that are actively participating or pending approval in the HRSA OPA 340B Program. This includes covered entities with a future participating start date.

Contract pharmacies **cannot** be submitted for:

- Covered Entity that has been terminated and no longer participating in 340B Program.
- Covered Entity has a Change Request pending OPA approval.
- Covered Entity undergoing Recertification and OPA review.

The authorizing official for the covered entity has responsibility to review the contract pharmacy registration request once submitted, and approve or reject the request.

The authorizing official has 15-calendar days to approve or reject the contract pharmacy registration request. If the authorizing official does not approve or reject the request within 15-calendar days, then on calendar day 16, the system automatically "expires" the request.

IMPORTANT: Use the buttons provided on the screens to navigate through the system. Refrain from using the browser back and forward buttons, as they may take you out of the registration process.

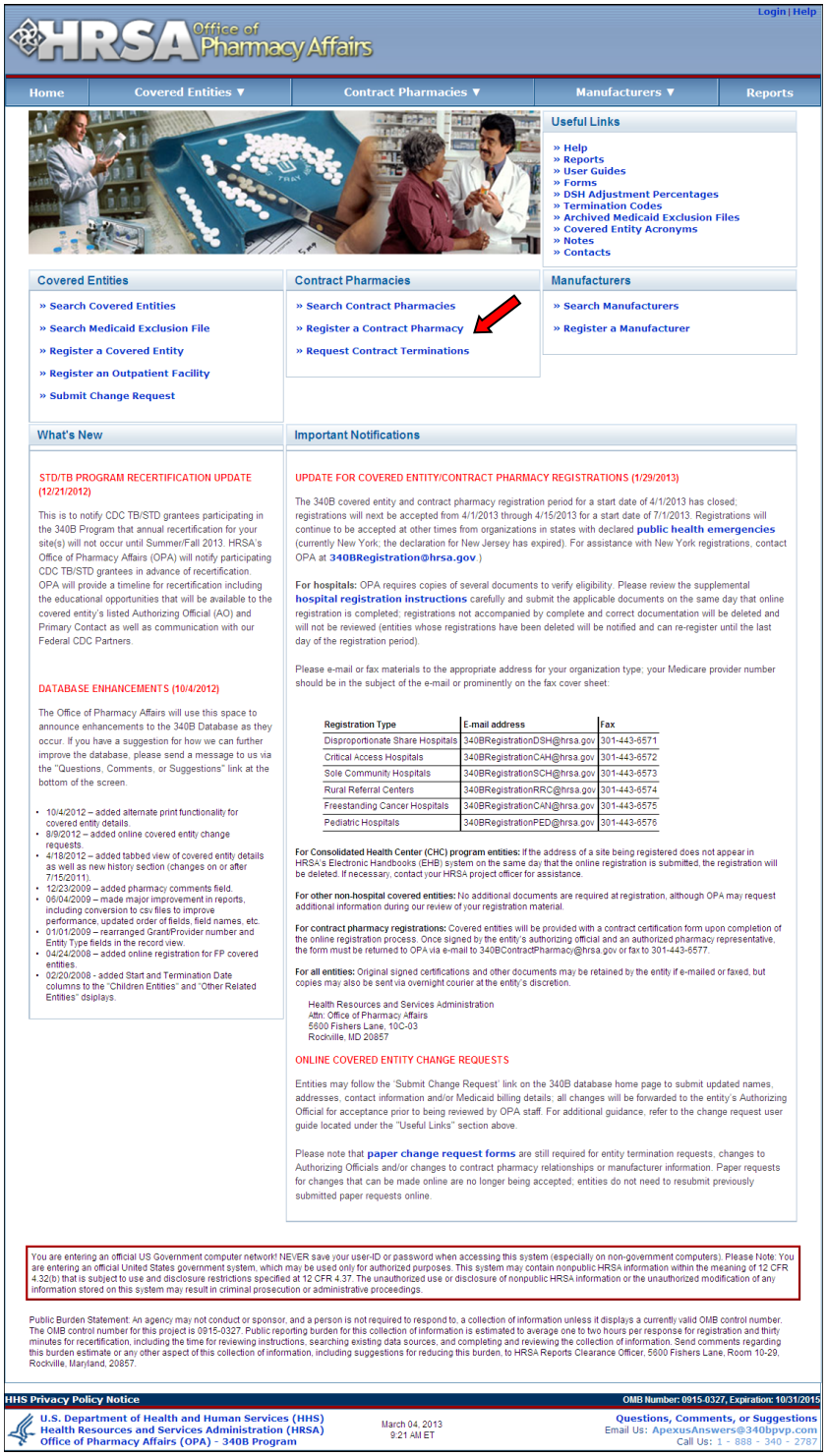
REGISTERING A CONTRACT PHARMACY

DETAILS

Registering a Contract Pharmacy

1. Click the Register a Contract Pharmacy link on the **OPA 340B Homepage** and the **Caution** pop-up screen displays.

EXAMPLE



REGISTERING A CONTRACT PHARMACY

DETAILS

2. Read the information pertaining to contract pharmacy registration.
3. Click the OK button to continue and the **Instructions and Pre-Qual** screen displays.

   Click the Cancel button to discontinue the process.

Instructions and Pre-Qual Questions

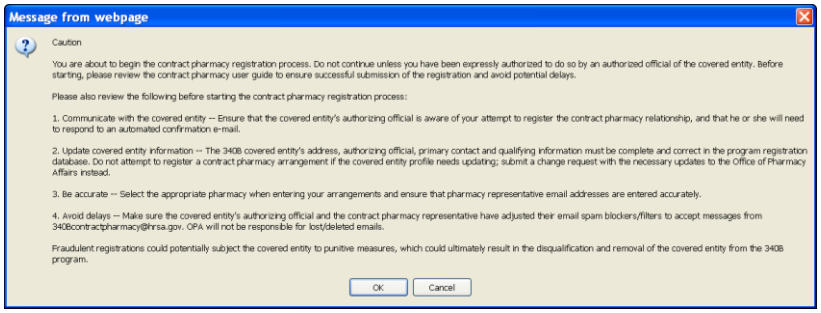
1. Review the Instructions in their entirety.
2. Click the "Yes" radio buttons to answer all the required Pre-Qualification questions.

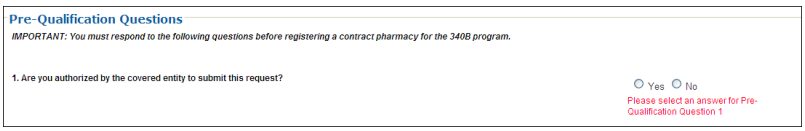
Answering "No" to any question takes user to Pre-Qualification Answers screen, and discontinues the contract pharmacy registration.

3. Click the Continue button and the Search screen displays.

- If "Yes" or "No" radio buttons are not selected, and the Continue button is clicked, then error messages display for questions without answers.

EXAMPLE





REGISTERING A CONTRACT PHARMACY

DETAILS	EXAMPLE

Pre-Qual Answers

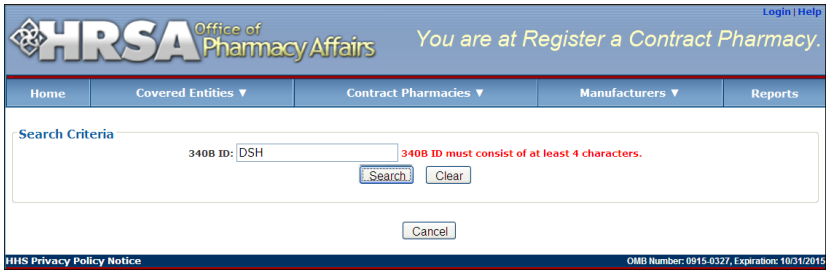
- **Pre-Qual Answers** screen provides answers to the Pre-Qual questions when "No" radio button is selected.
- Cancel button cancels the contract pharmacy registration and returns the user to the **OPA 340B Homepage**.

Search Criteria

1. Enter a 340B ID number in the 340B ID field, and the system validates if the covered entity is actively participating in 340B Program.
2. Click the Search button to continue.

- With an exact 340B ID number, the **Results** table is omitted and user is directed to the **Covered Entity Authorizing Official Verification** screen.
- When a partial 340B ID number is entered, the **Results** table displays and the user is required to select the applicable covered entity.
- A partial number can be entered, but must contain a minimum of four characters.

Clear button clears the field.



REGISTERING A CONTRACT PHARMACY

DETAILS

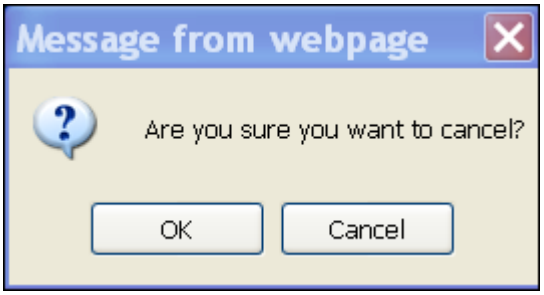
- Clicking the Cancel button displays a pop-up window throughout the registration process.
- OK button returns to OPA 340B homepage.
- Cancel button allows user to continue.

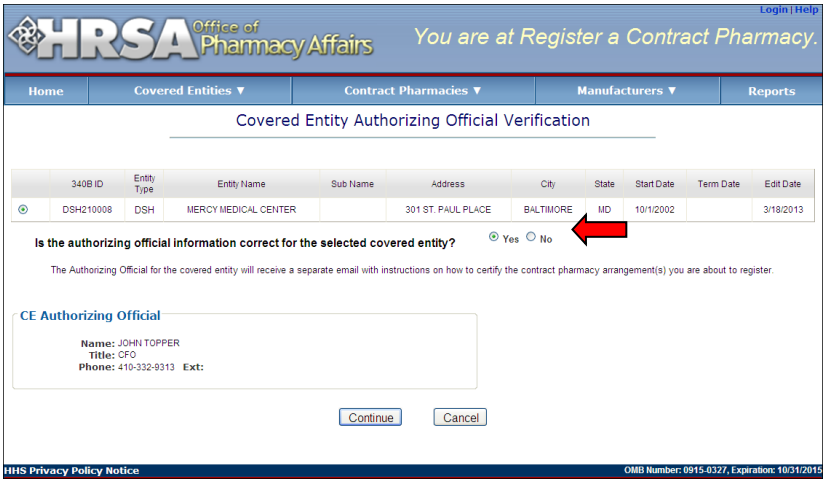
Search Results

1. Click on a radio button next to the applicable 340B ID.
2. Click the Continue button and the **Covered Entity Authorizing Official Verification** screen displays.

1. Click the "Yes" radio button to verify that the covered entity authorizing official information is correct.
2. Click the Continue button.

EXAMPLE





REGISTERING A CONTRACT PHARMACY

DETAILS

- Answering “No”, that the authorizing official information is incorrect, automatically discontinues the registration process.

Request to Terminate Pharmacy

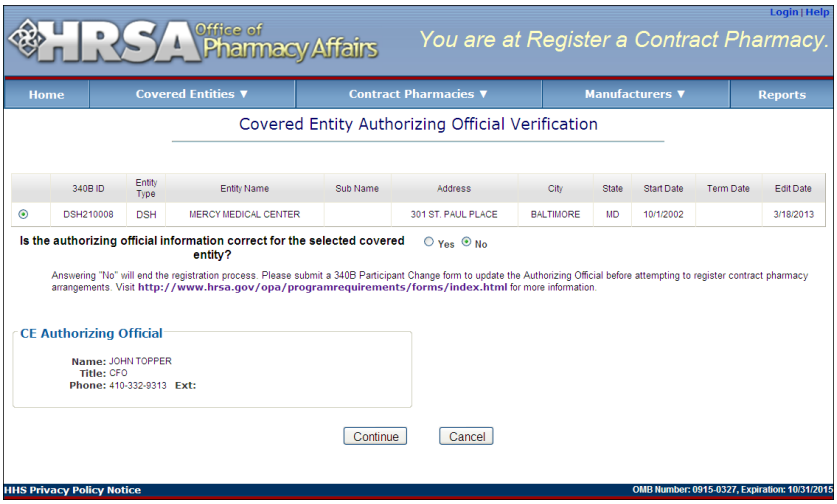
- When no other contract pharmacy arrangements exist for the selected covered entity, the **Request Contract Terminations** screens are omitted from the registration process.
- When the covered entity has existing contract pharmacy arrangements, the options are:
  - Request to terminate an existing contract, or
  - Decline submitting request to terminate an existing contract.

1. Select the applicable radio button.

For this registration, no contract termination request is indicated, and the contract pharmacy registration process continues.

2. Click the Continue button and the **Pharmacy Search** screen displays.

EXAMPLE



REGISTERING A CONTRACT PHARMACY

DETAILS

Pharmacy Search

- Pharmacy search can be done:
  - by DEA Number, or
  - by Pharmacy Name, City, State, and Zip.
- If the pharmacy will never have a DEA certification because the pharmacy does not dispense controlled substances, click on the OPA link for assistance: 340bcontractpharmacy@hrsa.gov

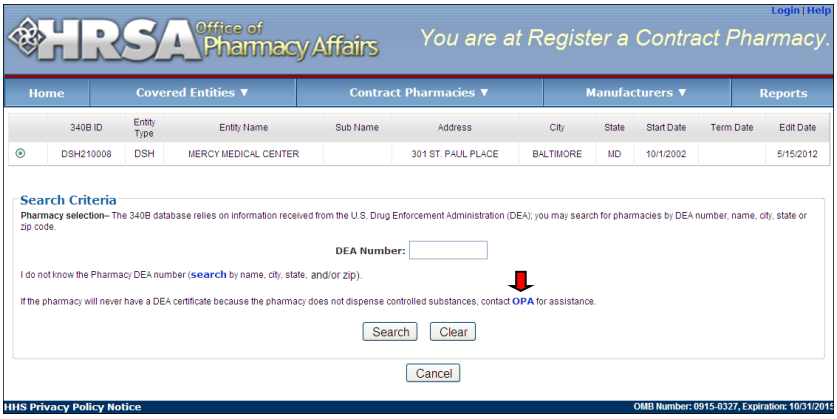
DEA Number Search

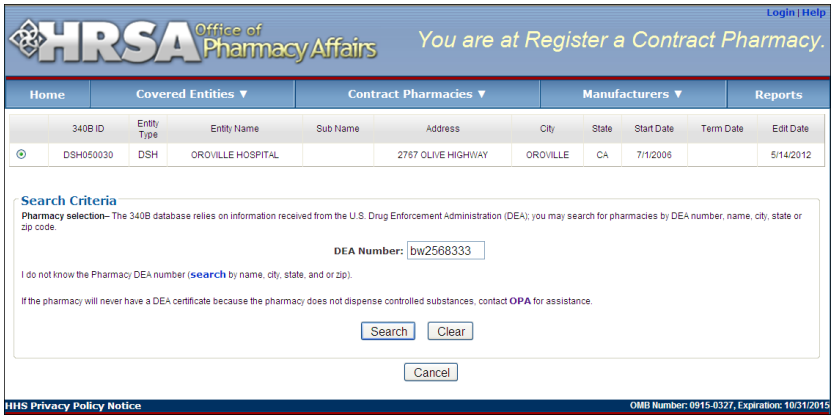
1. Enter DEA number.

- **Pharmacy Search** screen displays a grid at the top of the screen with the selected covered entity information.
- DEA Numbers are validated through U.S. Drug Enforcement Agency.
- If a DEA number has not been assigned to the applicable pharmacy, then the registration cannot be completed.
- DEA Number consists of nine (9) characters and must be an exact match.
- Using DEA number omits the **Pharmacy Search Results table** because it is specific to a single pharmacy.

2. Click the Search button and the **Contract Details** screen displays.

EXAMPLE



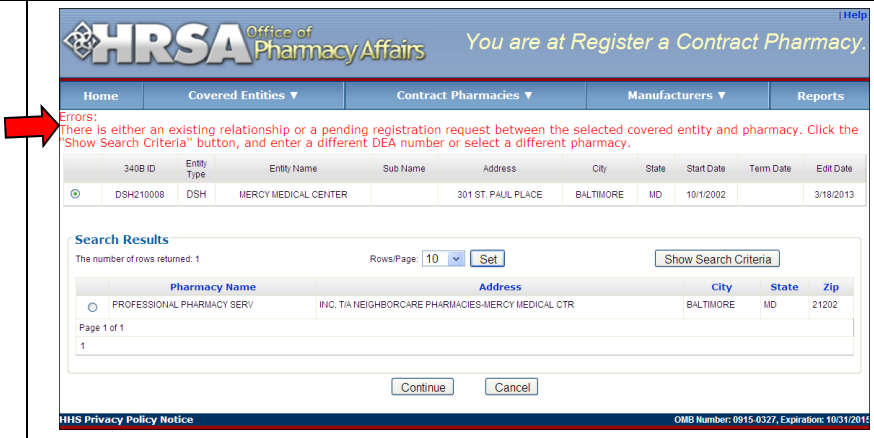


REGISTERING A CONTRACT PHARMACY

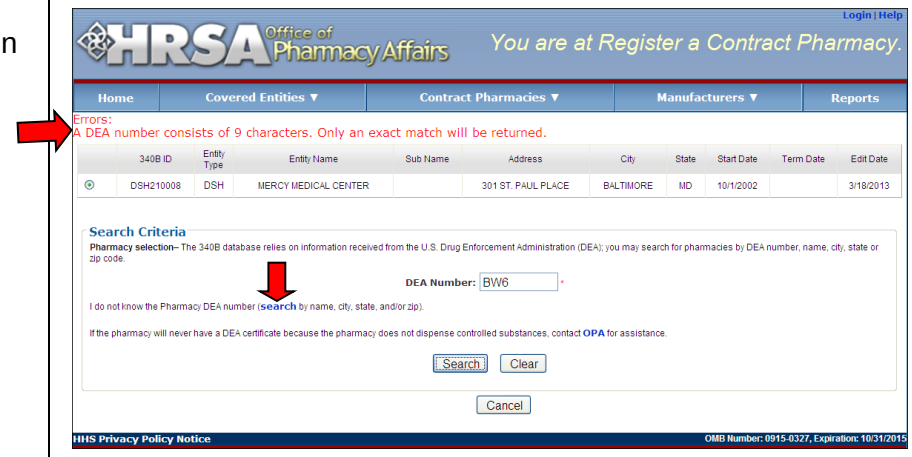
DETAILS	EXAMPLE

DEA Number Error Messages

- Error message displays when entering a DEA Number for a contract pharmacy that has an existing or pending relationship with the covered entity.
- Select the Show Search Criteria to enter a different DEA Number.

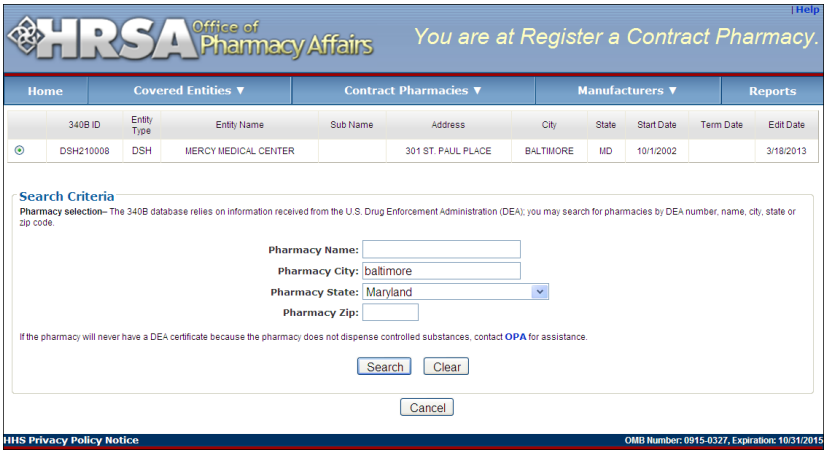


- An error message displays when a partial number or an incorrect number is entered.



Pharmacy Search

- If the DEA number is unknown, select the search link and the screen expands.
- Pharmacy search fields are pharmacy name, city, state, and zip, and all are validated against DEA Number data.



REGISTERING A CONTRACT PHARMACY

DETAILS

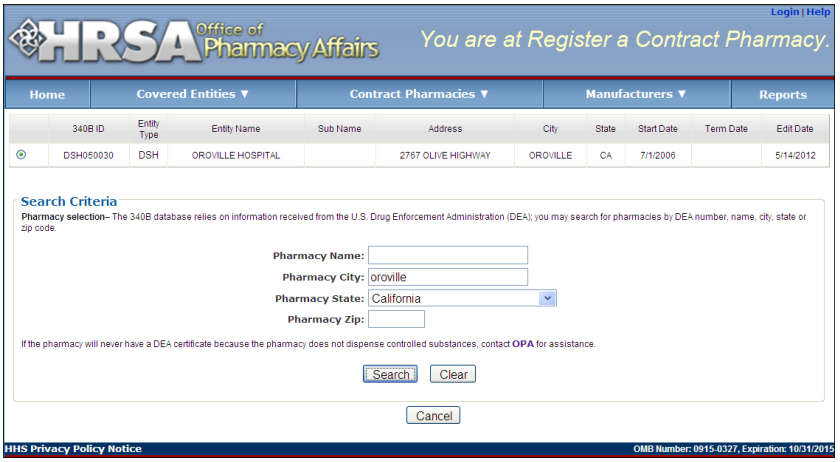
1. Enter search criteria in applicable fields. The more data entered the narrower the search results.
2. Click the Search button and the **Pharmacy Search Results** table displays.

With an exact match to the search criteria, the Search Results table is omitted, and the Contract Details screen displays.

Pharmacy Search Results

1. Select a radio button for the applicable pharmacy.
2. Click the Continue button and the Contract Details screen displays.

EXAMPLE



REGISTERING A CONTRACT PHARMACY

DETAILS

Contract Details

- **Contract Details** provides read-only sections for:
  - Covered Entity Details
  - Covered Entity Authorizing Official
  - Contract Pharmacy Details
- **Requested Contract Begin Date:**
  - Date is set in accordance with the registration period guidelines, typically first day of the next quarter.
  - Contract pharmacy start date may not precede the registration date of the covered entity. For example, an organization added as a covered entity for the April 1, 2013 quarter may not have a contract pharmacy start date prior to April 1, 2013.
- Contract pharmacy cannot be registered when a covered entity is pending review and approval from OPA.

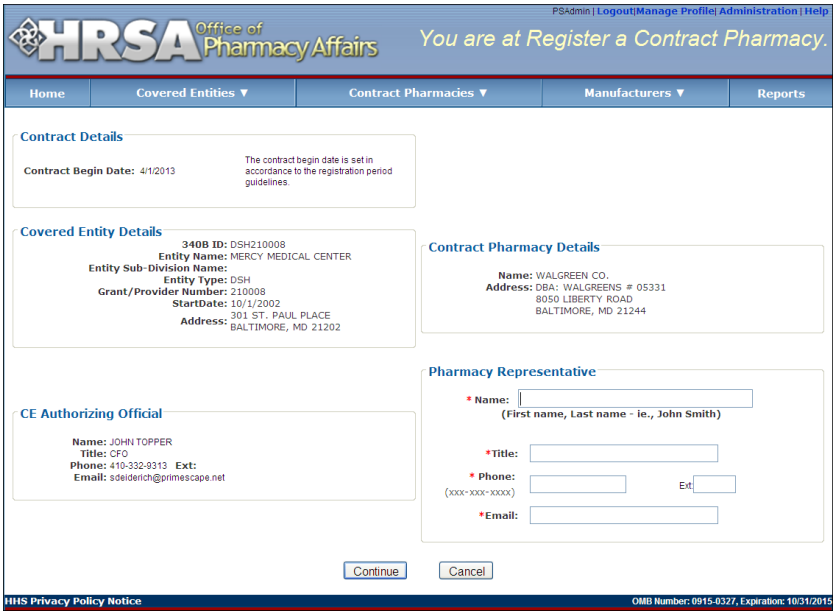
Entering Pharmacy Rep Info

- Pharmacy Representative section is blank, and all fields with an asterisk (*) must be entered.

1. Enter information in fields.
2. Click the Continue button and the **Contract Details Summary** screen displays.

When registering multiple contract pharmacies for the same covered entity, the pharmacy representative fields are maintained from the last entry made. If pharmacy representative is the same, no edits are required.

EXAMPLE

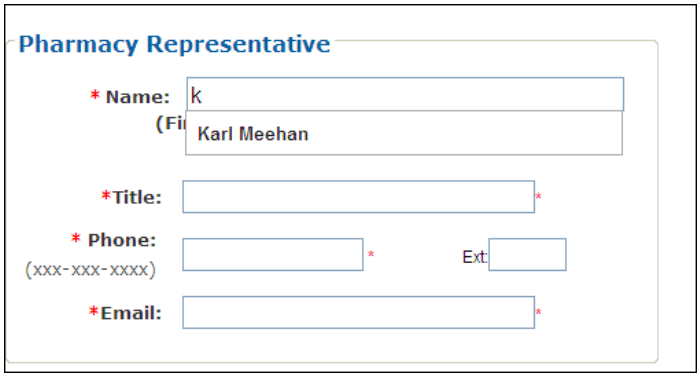


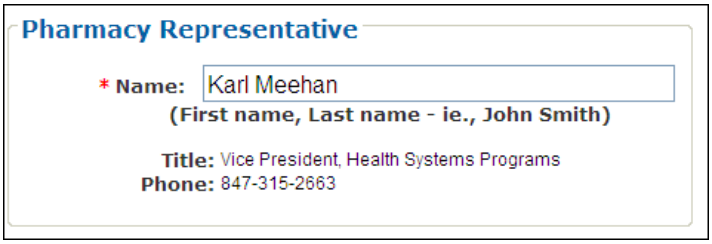
REGISTERING A CONTRACT PHARMACY	
DETAILS	**EXAMPLE**

Existing Pharmacy Rep Info

- System maintains contract pharmacy representative data.
- When entering information in the Name field, one or more names may display for selection.

1. Begin typing in the “Name” field.
2. Select applicable name from drop-down list and system pre-populates remaining data





REGISTERING A CONTRACT PHARMACY

DETAILS

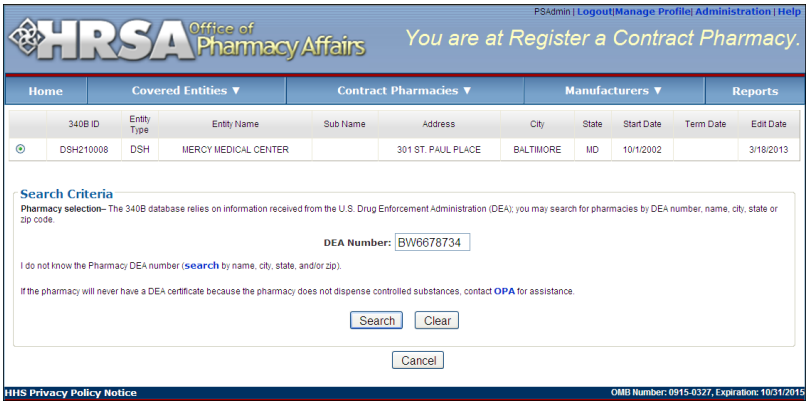
EXAMPLE

Contract Details Summary

- **Contract Details Summary** screen provides ability to:
  - Review information for each contract pharmacy registration request.
  - Add additional contract pharmacies during same registration process for the same covered entity.
  - Remove contract registrations.
  - Add additional contract pharmacies during same registration process for the same covered entity.
  - Update Contract Pharmacy Representative information.

Adding Additional Contract Pharmacies

1. Click the Add Contract button and the **Pharmacy Search** screen displays.
2. Enter DEA number or other search criteria.
3. Click the Search button and the based on search criteria entered either the **Contract Details** screen or **Pharmacy Search Results** table displays.



REGISTERING A CONTRACT PHARMACY

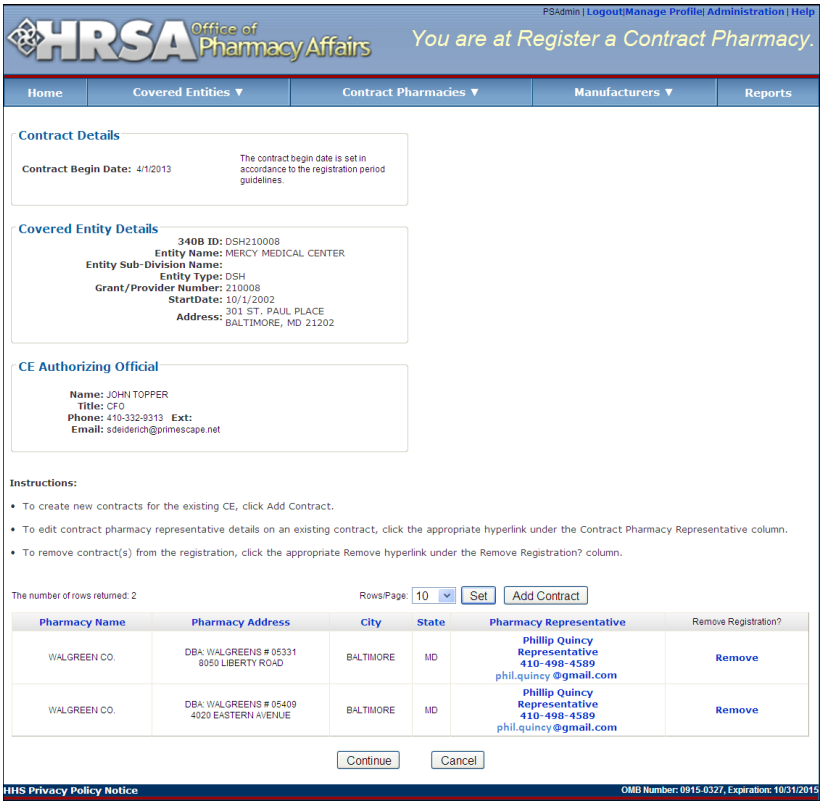
DETAILS	EXAMPLE

Contract Details Screen

1. Enter information in the Pharmacy Representative fields.
2. Click the Continue button and the **Contract Details Summary** screen displays.

Removing a Pharmacy

1. Click on the Remove button next to the applicable pharmacy link to remove a pharmacy, and a warning pop-up window displays.



REGISTERING A CONTRACT PHARMACY

DETAILS	EXAMPLE

2. Click OK button and the pharmacy is removed from the table.

Cancel button cancels the action to remove the pharmacy.

Updating Contract Pharmacy Representative Info

1. Click on pharmacy representative and **Contract Details** displays.

2. Make changes pharmacy representative's information.

3. Click Continue button and the pharmacy rep's information is updated.

Completing Registration

4. When you are finished entering all pharmacies for this registration, click the Continue button and the **Authorize and Submit** screen displays.

REGISTERING A CONTRACT PHARMACY

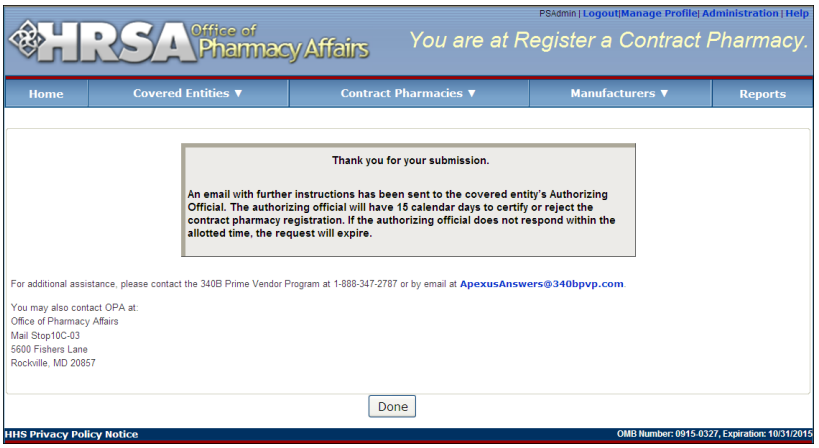
DETAILS	EXAMPLE

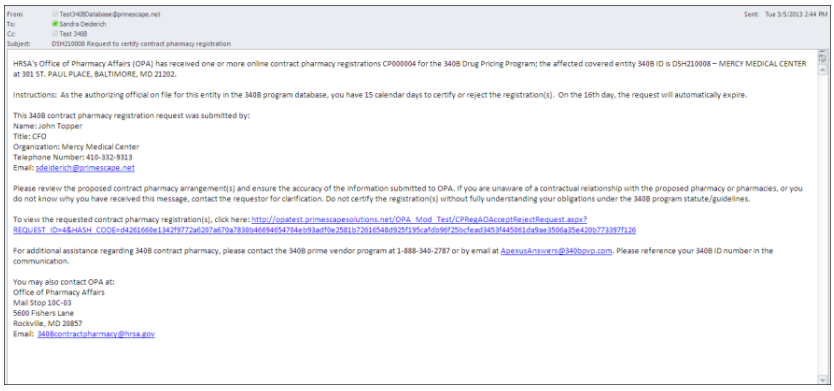
Authorizing and Submitting

1. Click the checkbox next to the statement, a required field.
2. Enter information in the Requestor contact fields.
3. Enter a remark, an optional field.
4. Click the Authorize and Submit button and the Confirmation screen displays.

Email notifications are sent after validation is completed on this screen.

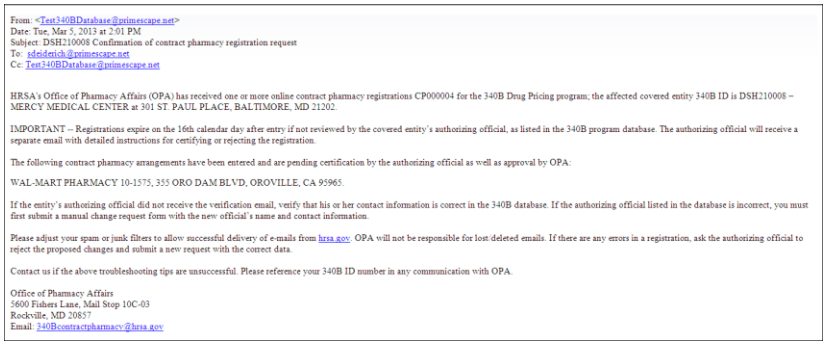
5. Click the Done button and return to the **OPA 340B Homepage**.





Email Notifications

- Email notifications are systematically sent when validation is completed.
- Authorizing Official verify email notification is sent to:
  - Authorizing Official for covered entity with embedded link to approve/reject registration requests.
  - Email provides Requestor contact information.

REGISTERING A CONTRACT PHARMACY	
DETAILS	**EXAMPLE**
• Requestor email notification is sent to: – Requestor (person submitting registration) if different from Authorizing Official • Included CC's are: – Primary contact for the covered entity – Contract Pharmacy Representative	 From: <Test340BDatabase@primescape.net> Date: Tue, Mar 5, 2013 at 2:01 PM Subject: DSH210008 Confirmation of contract pharmacy registration request To: sfeederich@primescape.net Cc: Test340BDatabase@primescape.net HRSA's Office of Pharmacy Affairs (OPA) has received one or more online contract pharmacy registrations CP000004 for the 340B Drug Pricing program; the affected covered entity 340B ID is DSH210008 – MERCY MEDICAL CENTER at 301 ST. PAUL PLACE, BALTIMORE, MD 21202. IMPORTANT -- Registrations expire on the 16th calendar day after entry if not reviewed by the covered entity's authorizing official, as listed in the 340B program database. The authorizing official will receive a separate email with detailed instructions for certifying or rejecting the registration. The following contract pharmacy arrangements have been entered and are pending certification by the authorizing official as well as approval by OPA: WAL-MART PHARMACY 10-1575, 355 ORO DAM BLVD, OROVILLE, CA 95965. If the entity's authorizing official did not receive the verification email, verify that his or her contact information is correct in the 340B database. If the authorizing official listed in the database is incorrect, you must first submit a manual change request form with the new official's name and contact information. Please adjust your spam or junk filters to allow successful delivery of e-mails from hrsa.gov. OPA will not be responsible for lost/deleted emails. If there are any errors in a registration, ask the authorizing official to reject the proposed changes and submit a new request with the correct data. Contact us if the above troubleshooting tips are unsuccessful. Please reference your 340B ID number in any communication with OPA. Office of Pharmacy Affairs 5600 Fishers Lane, Mail Stop 10C-03 Rockville, MD 20857 Email: 340Bcontractpharmacy@hrsa.gov

APPROVE / REJECT CONTRACT PHARMACY REGISTRATION REQUESTS

Objectives:

- Reviewing Contract Pharmacy Registration Requests
- Approving/Rejecting Contact Pharmacy Registration Requests

AO APPROVE / REJECT PHARMACIES

Helpful Tips for Authorizing Official

The authorizing official is responsible for approving or rejecting each contract pharmacy registration request.

The authorizing official accesses pharmacy requests using the embedded link provided in the email verification notification.

The authorizing official has 15 calendar days to approve or reject each contract pharmacy registration request.

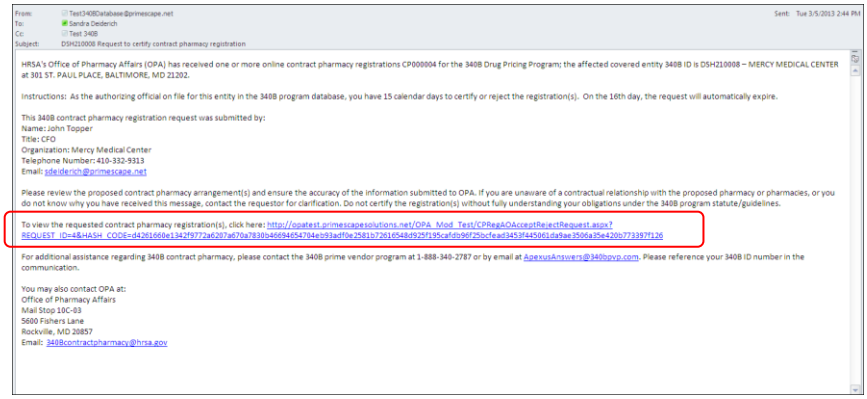
When the authorizing official does not approve or reject registration request within 15 calendar days, on calendar day 16, the contract pharmacy submission is automatically “expired” by the system.

AO APPROVE / REJECT PHARMACIES

DETAILS	EXAMPLE

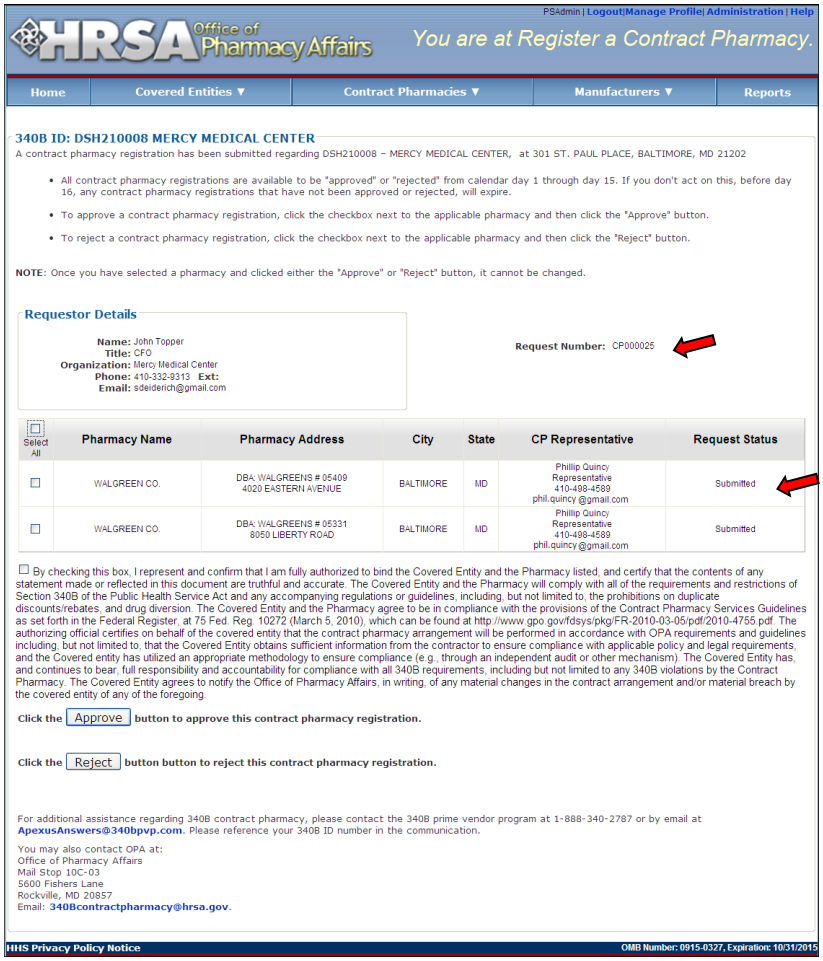
Approving or Rejecting Pharmacy Submissions

1. Click on embedded link in email and the **Authorizing Official Approve/Reject** screen displays.



The authorizing official has access to the Verification screen until the 15-calendar days have passed. All the pharmacies are approved or rejected by clicking on the embedded link in the email.

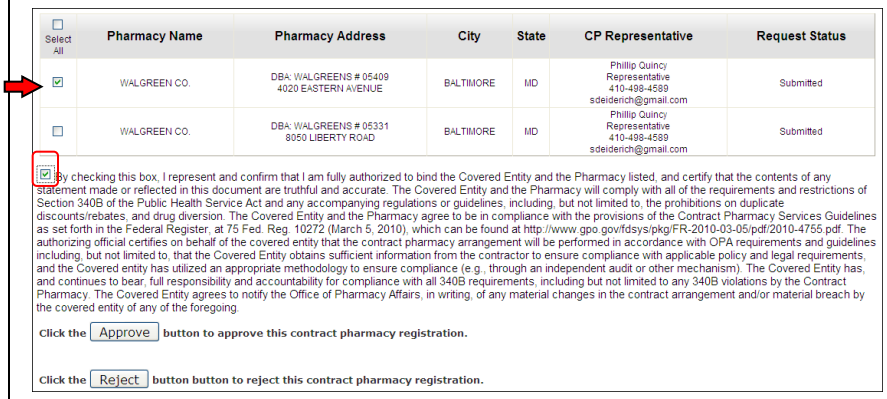
- Each contract pharmacy submission request is assigned a unique Request Number (i.e., CP000004).
- Contract pharmacies are initially assigned status of "Submitted".
- Status updates are:
  - **Approve:** contract pharmacy submission is "AO Approved" to participate in the 340B Drug Program with the covered entity.
  - **Reject:** contract pharmacy is "AO Rejected" and is not approved to participate in the 340B Drug Program with the covered entity.
- Select All checkbox allows authorizing official to select all pharmacies in the table and then click the "Approve" or "Reject" button to update the status for all.
- Once a contract pharmacy is approved or rejected, there is no option to change the status.



AO APPROVE / REJECT PHARMACIES

DETAILS	EXAMPLE

2. Click the checkbox next to the attestation statement, which states that the authorizing official is authorized to represent the covered entity and pharmacy.



When the attestation checkbox is not selected, an error message displays at the top of the screen.

3. Click a checkbox next to the applicable pharmacy name.

or

Click the Select All checkbox to select all pharmacies listed.

4. Click the Reject or Approve button and the status of selected pharmacies are updated to:

- AO Rejected
- AO Approved

- Confirmation or rejection email notifications are sent as each Pharmacy submission is updated.

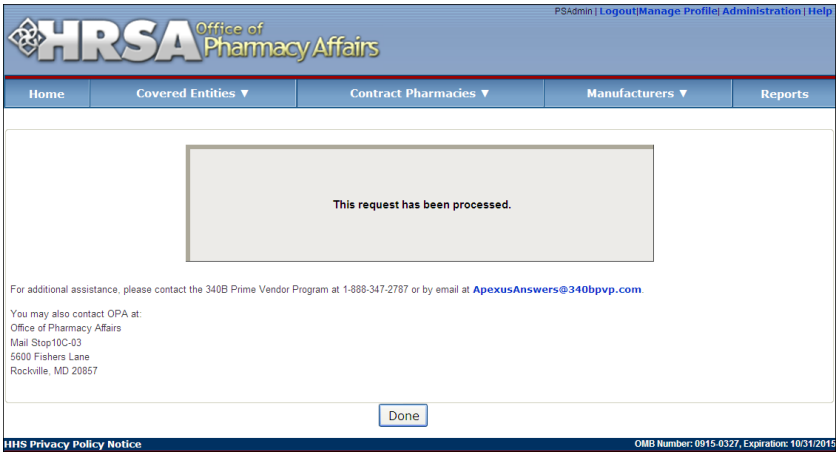
AO APPROVE / REJECT PHARMACIES

DETAILS	EXAMPLE

Confirming CP Registration

5. Click the Done button and the **Confirmation** screen displays.

6. Click the Done button and the **OPA 340B Homepage** displays.



AO APPROVE / REJECT PHARMACIES

DETAILS

Pharmacy Request Completed

- When all contract pharmacy registration requests are updated and the authorizing official clicks on the embedded link, this notification screen displays stating:
  - pharmacy registration already processed, or
  - is no longer eligible for submission.

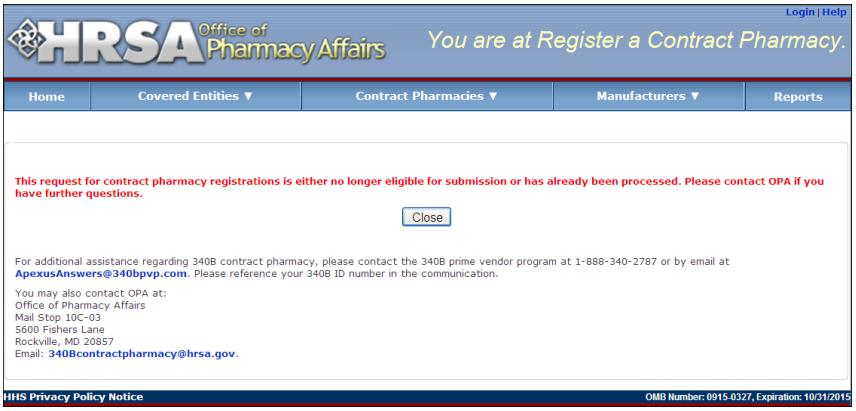
Email Confirmation

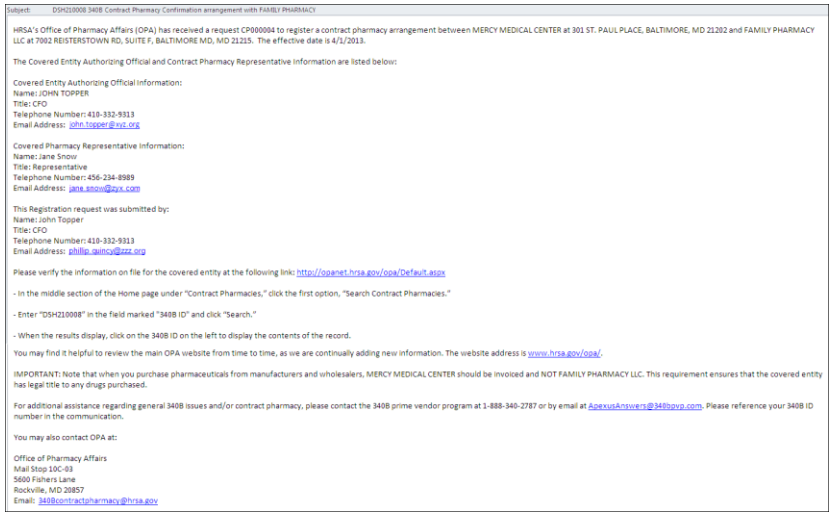
- Authorizing official approves a request, the system generates confirmation email providing:
  - Effective date when the pharmacy can participate in the 340B Drug Program.
  - 340B ID of the covered entity.
  - Easy-to-follow instructions to view this information in the OPA 340B System.
- Email is sent to:
  - Requestor
  - Authorizing Official
  - Contract Pharmacy Rep

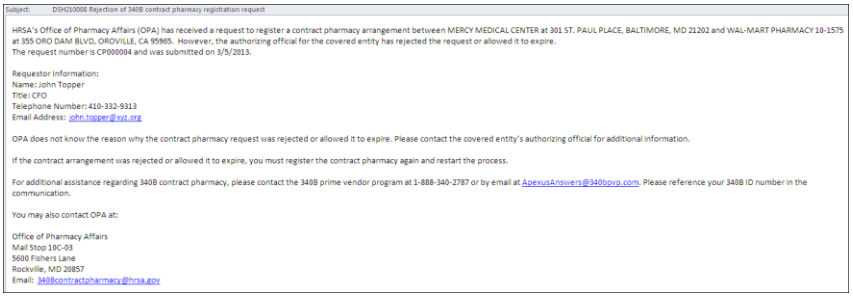
Rejection/Expiration Notification

- Authorizing official rejects or allows a request to expire, the system generates rejection/expire email providing:
  - Request number and date of submission.
  - Requestor information.
- Email is sent to:
  - Requestor
  - Authorizing Official
  - Contract Pharmacy Rep

EXAMPLE







REQUEST CONTRACT TERMINATIONS

Objectives:

- Requesting Contract Terminations
- Authorizing Official Approval/Rejection

REQUESTING CONTRACT TERMINATIONS

Helpful Tips for Requesting Contract Terminations

The request to terminate contract pharmacies is an automated online process.

The authorizing official is responsible for approving or rejecting the contract pharmacy termination requests.

Request for contract terminations for a selected covered entity can be made to an exsiting contract pharmcy during the registration process, **or** as a separate request.

The authorizing official has 15 calendar days to approve or reject each contract termination request.

If Authorizing Official does not approve or reject contract termination request within 15 calendar days, on calendar day 16, the contract terminate request is automatically “expired” by the system.

IMPORTANT: Use the buttons provided on the screens to navigate through the system. Refrain from using the browser back and forward buttons, as they may take you out of the request for contract pharmacy termination process.

REQUESTING CONTRACT TERMINATIONS

DETAILS	EXAMPLE

Contract Pharmacy Terminations

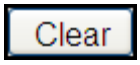
1. Click on the Request Contract Terminations link on the **OPA 340B Homepage** and the **Search** screen displays.

- Links are available in the Contract Pharmacies menu bar or in the Contract Pharmacies section.

2. Enter a 340B ID number in the 340B ID field, which is validated in the system determines if the covered entity is actively participating in 340B Program.

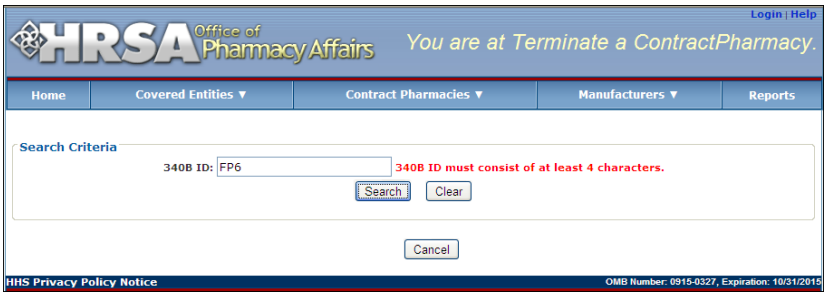
3. Click the

button and continue process.



button clears the field.

- A partial number can be entered, but must contain a minimum of four characters.

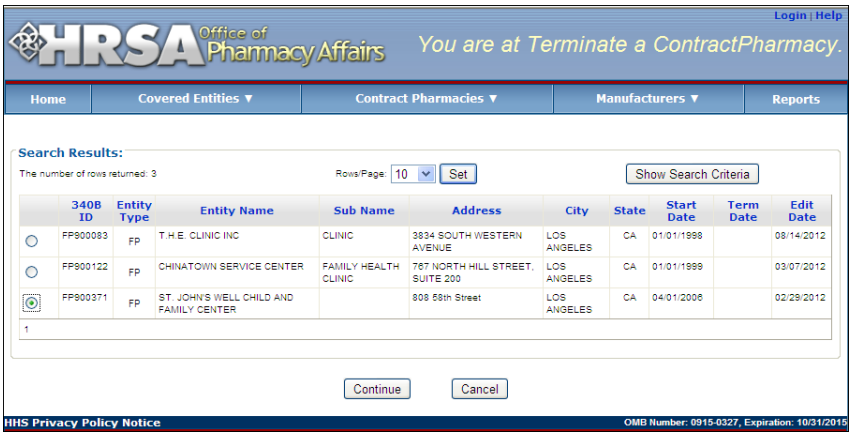


REQUESTING CONTRACT TERMINATIONS

DETAILS	EXAMPLE

Search Results

1. Click on a radio button next to the applicable 340B ID.
2. Click the Continue button and the **Request Terminations** screen displays.



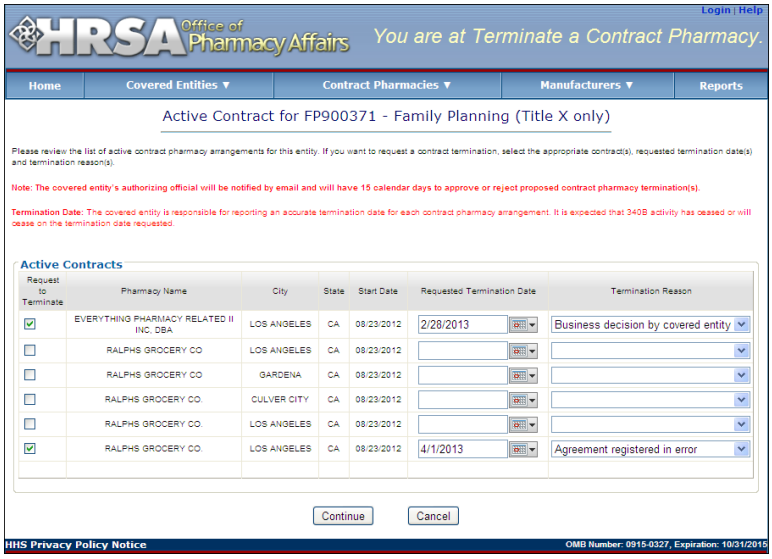
-

Request Contract Terminations

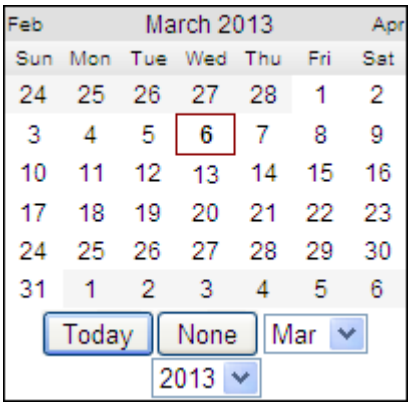
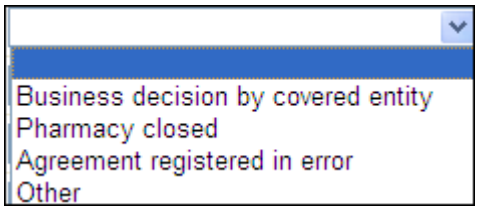
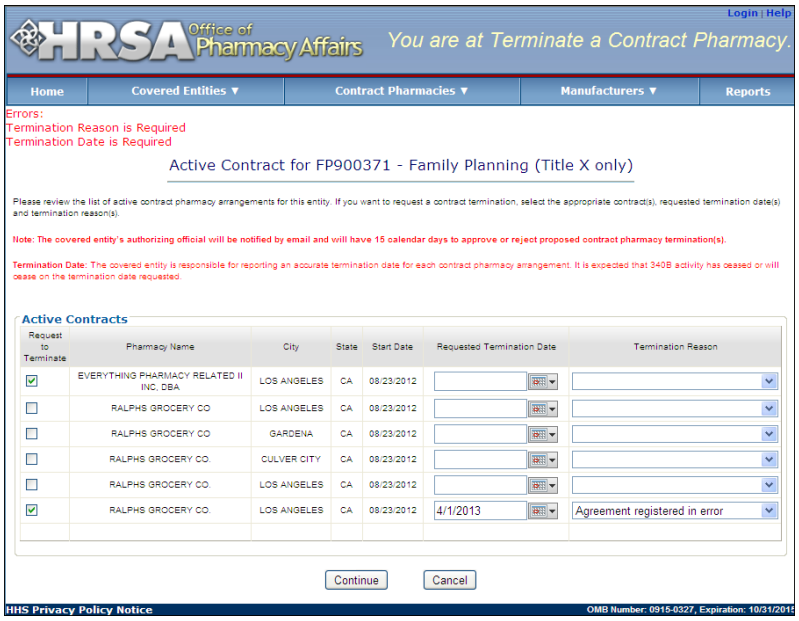
- Active Contracts table only displays active contract pharmacies.
- Does not display contract pharmacies that are in "Submitted" status waiting on review by the authorizing official.
- Cancel button cancels the request and returns user to **OPA 340B Homepage**.

1. Click the checkbox(es) next to the pharmacy names requested to be terminated.
2. Select a date using the calendar icon in the Requested Termination Date field, or enter a date (i.e., 2/28/2013).

- Termination Date can be a past, present, or future date.



REQUESTING CONTRACT TERMINATIONS

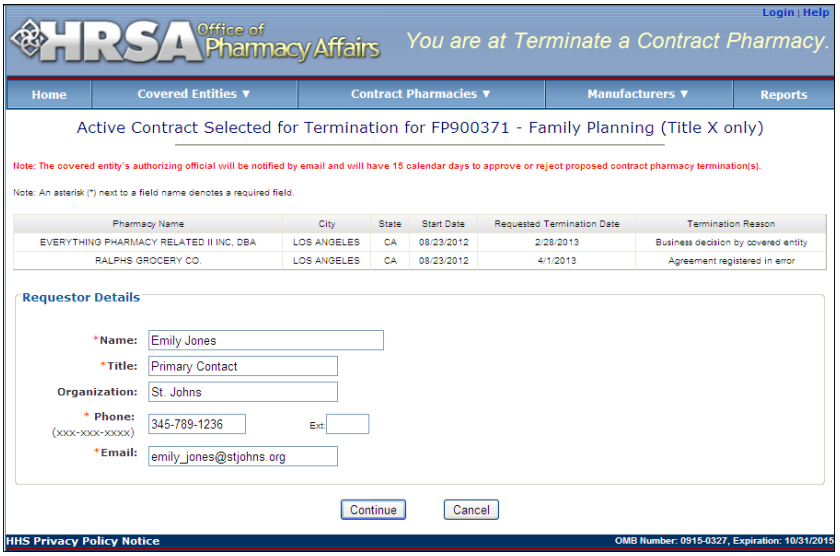
DETAILS	EXAMPLE
• Click the calendar icon and the calendar displays.	
	
3. Select a termination reason from the drop-down list.	
An error message displays when incorrect information or data is missing in a required field. The request cannot continue until errors are corrected.	
4. Click the Continue button and the **Requestor** screen displays.	

REQUESTING CONTRACT TERMINATIONS

DETAILS	EXAMPLE

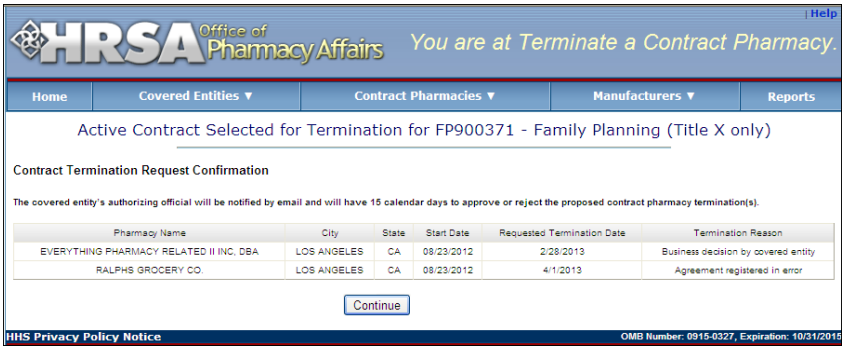
5. Enter requestor details.

- Screen displays table with listing of requested pharmacies to be terminated and details.
- Required fields are indicated with an asterisk (*).

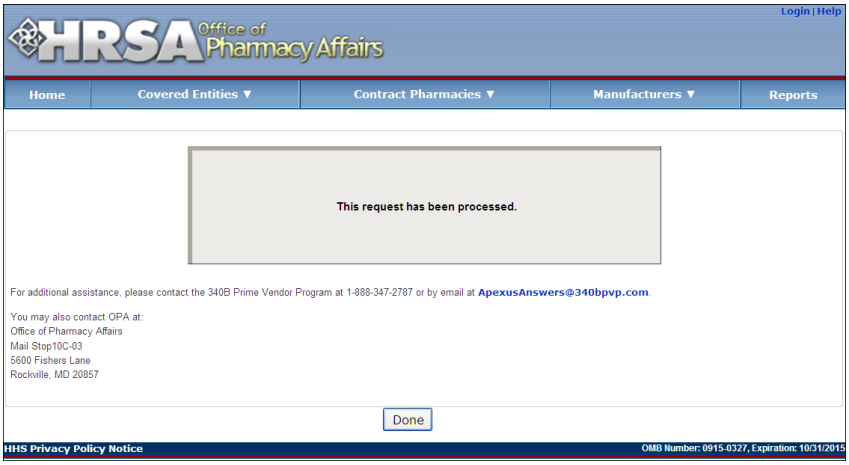


6. Click the Continue button and the **Review** screen displays.

- Once Continue button is selected, contract termination requests are validated and email notifications are sent.



7. Click the Continue button and the **Confirmation** screen displays.



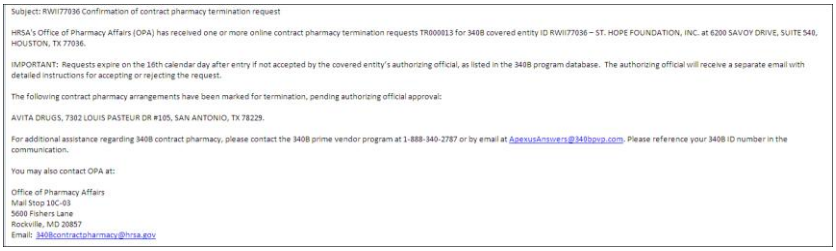
8. Click the Done button and **OPA 340B Homepage** displays.

REQUESTING CONTRACT TERMINATIONS

DETAILS	EXAMPLE

Email Notification

- Email is sent to Requestor, Contract Pharmacy Representative, and Primary Contact when validation is completed.


Subject: RWII77036 Confirmation of contract pharmacy termination request

HRSA's Office of Pharmacy Affairs (OPA) has received one or more online contract pharmacy termination requests TR000813 for 340B covered entity ID RWII77036 – ST. HOPE FOUNDATION, INC. at 6200 SAVOY DRIVE, SUITE 540, HOUSTON, TX 77036.

IMPORTANT: Requests expire on the 16th calendar day after entry if not accepted by the covered entity's authorizing official, as listed in the 340B program database. The authorizing official will receive a separate email with detailed instructions for accepting or rejecting the request.

The following contract pharmacy arrangements have been marked for termination, pending authorizing official approval:

AVITA DRUGS, 7302 LOUIS PASTEUR DR #105, SAN ANTONIO, TX 78229.

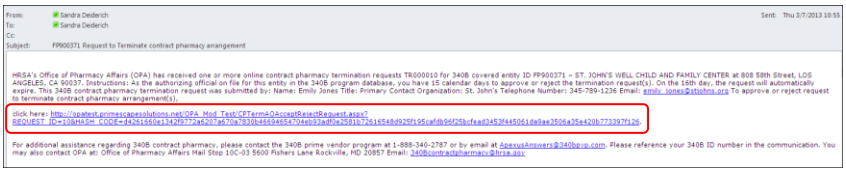
For additional assistance regarding 340B contract pharmacy, please contact the 340B prime vendor program at 1-888-340-2787 or by email at ApexusAnswers@340bpvp.com. Please reference your 340B ID number in the communication.

You may also contact OPA at:

Office of Pharmacy Affairs
Mail Stop 10C-03
5600 Fishers Lane
Rockville, MD 20857
Email: 340Bcontractpharmacy@hrsa.gov

Approving or Rejecting Contract Pharmacy Termination Requests

1. Click on the embedded link in email and the **Authorizing Official Approve/Reject** screen displays.


From: Sandra Dederich
To: Sandra Dederich
Cc:
Subject: FP900371 Request to Terminate contract pharmacy arrangement
Sent: Thu 3/7/2013 10:53

HRSA's Office of Pharmacy Affairs (OPA) has received one or more online contract pharmacy termination requests TR000010 for 340B covered entity ID FP900371 – ST. JOHN'S WELL CHILD AND FAMILY CENTER at 808 58th Street, LOS ANGELES, CA 90037. Instructions: As the authorizing official on file for this entity in the 340B program database, you have 15 calendar days to approve or reject the termination request(s). On the 16th day, the request will automatically expire. This 340B contract pharmacy termination request was submitted by: Name: Emily Jones Title: Primary Contact Organization: St. John's Telephone Number: 345-789-1236 Email: emily_jones@stjohns.org To approve or reject request to terminate contract pharmacy arrangement(s),

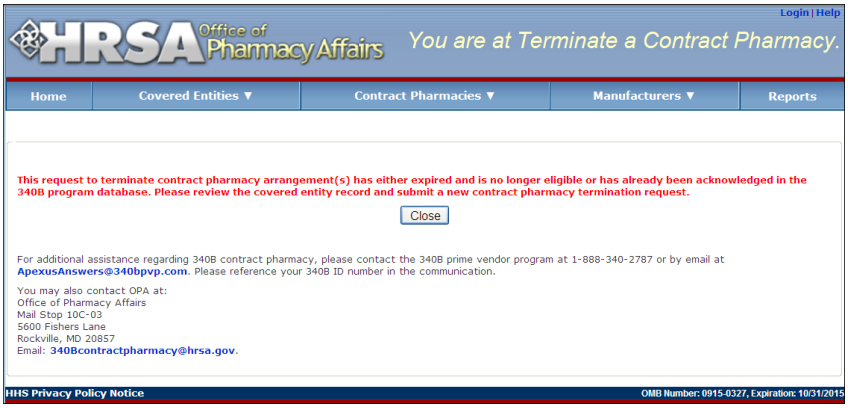
click here: http://qa4est.primescapesolutions.net/OPA_Mod_Test/CPTermAOAccept0rejectRequest.aspx?REQUEST_ID=s10kHs5H_CODE=4425160a134297f72a6207a670a7830b4469465470eeb53adf0e2681b7261654&d929f195cafdb96f25bcfead3453f445061da9ae3506a35e420b773397f126.

For additional assistance regarding 340B contract pharmacy, please contact the 340B prime vendor program at 1-888-340-2787 or by email at ApexusAnswers@340bpvp.com. Please reference your 340B ID number in the communication. You may also contact OPA at: Office of Pharmacy Affairs Mail Stop 10C-03 5600 Fishers Lane Rockville, MD 20857 Email: 340Bcontractpharmacy@hrsa.gov

- Authorizing official receives an email verification notification with an embedded link.
- Authorizing official has 15-calendar days to approve or reject the request.
- On calendar day 16, the request automatically expires if no action is taken by authorizing official.
- The authorizing official has the option to use the embedded link for 15-calendar days to access the **Approve/Reject** screen until all pharmacy termination arrangements are approved or rejected.

Expired Termination Requests

- This screen displays when the authorizing official clicks on the embedded link for these reasons:
  - Request is "expired" as of calendar day-16 and is no longer eligible.
  - Request is already been acknowledged in the 340B database.

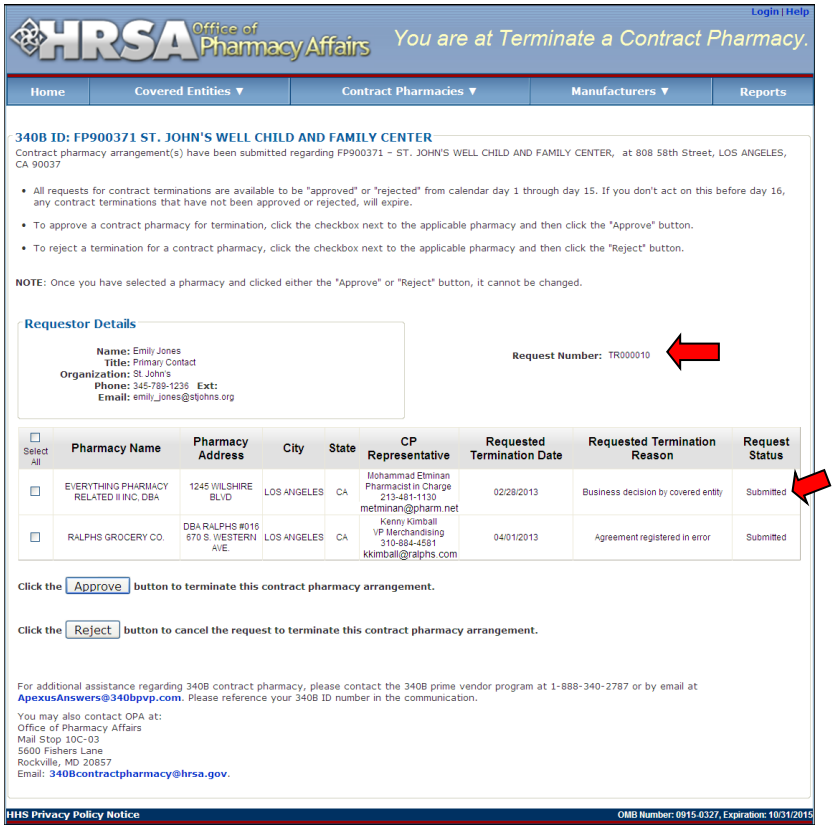


AO APPROVE / REJECT CONTRACT TERMINATIONS

DETAILS

- Each contract termination request is assigned a unique Request Number (i.e., TR000010).
- Contract terminations are initially assigned a status of “Submitted”.
- Status updates are:
  - **Approve:** contract pharmacy termination status is “AO Approved” for termination with the selected covered entity in the 340B Drug Program.
  - **Reject:** contract pharmacy termination status is “AO Rejected”, and contractual relationship continues with no disruption with the selected covered entity in the 340B Drug Program.
- Select All checkbox allows user to select all pharmacies in the table and then click the “Approve” or “Reject” button to update the status for all.
- Once a contract pharmacy termination request is approved or rejected, there is no option to change the status.

EXAMPLE



AO APPROVE / REJECT CONTRACT TERMINATIONS

DETAILS

1. Click a checkbox next to the applicable pharmacy name.

   or

   Click the Select All checkbox to select all pharmacies listed.

2. Click the Reject or Approve button and the status is updated for selected pharmacy to:
   - AO Rejected
   - AO Approved

- Confirmation or rejection email notifications are sent as each contract termination request is updated.

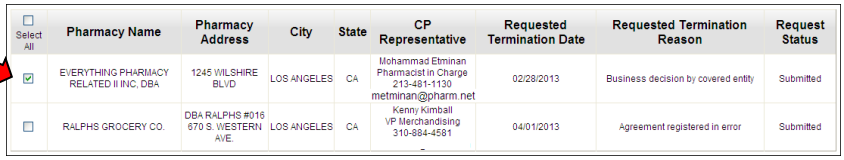
- An error message displays if the "Approve" or "Reject" buttons are clicked multiple times for same Pharmacy.

Errors:
You have already Approved or Rejected this request.

3. Click the Done button and the **Confirmation** screen displays.

4. Click the Done button and the **OPA 340B Homepage** displays.

EXAMPLE



Select All	Pharmacy Name	Pharmacy Address	City	State	CP Representative	Requested Termination Date	Requested Termination Reason	Request Status
☑	EVERYTHING PHARMACY RELATED II INC, DBA	1245 WILSHIRE BLVD	LOS ANGELES	CA	Mohammad Etminan Pharmacist in Charge 213-481-1130 metminan@pharm.net	02/28/2013	Business decision by covered entity	Submitted
☐	RALPHS GROCERY CO.	DBA RALPHS #016 670 S. WESTERN AVE.	LOS ANGELES	CA	Kenny Kimball VP Merchandising 310-884-4581	04/01/2013	Agreement registered in error	Submitted

Login | Help

HRSA Office of Pharmacy Affairs — You are at Terminate a Contract Pharmacy.

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340B ID: FP900371 ST. JOHN'S WELL CHILD AND FAMILY CENTER

Contract pharmacy arrangement(s) have been submitted regarding FP900371 – ST. JOHN'S WELL CHILD AND FAMILY CENTER, at 808 58th Street, LOS ANGELES, CA 90037

- All requests for contract terminations are available to be "approved" or "rejected" from calendar day 1 through day 15. If you don't act on this before day 16, any contract terminations that have not been approved or rejected, will expire.
- To approve a contract pharmacy for termination, click the checkbox next to the applicable pharmacy and then click the "Approve" button.
- To reject a termination for a contract pharmacy, click the checkbox next to the applicable pharmacy and then click the "Reject" button.

NOTE: Once you have selected a pharmacy and clicked either the "Approve" or "Reject" button, it cannot be changed.

Requestor Details

Name: Emily Jones
Title: Primary Contact
Organization: St. John's
Phone: 345-789-1236 **Ext:**
Email: emily_jones@stjohns.org

Request Number: TR000010

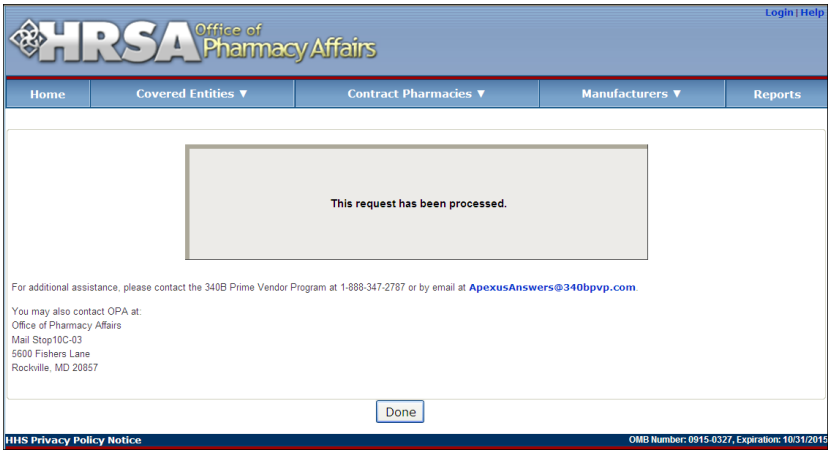
Pharmacy Name	Pharmacy Address	City	State	CP Representative	Requested Termination Date	Requested Termination Reason	Request Status
EVERYTHING PHARMACY RELATED II INC, DBA	1245 WILSHIRE BLVD	LOS ANGELES	CA	Mohammad Etminan Pharmacist in Charge 213-481-1130 metminan@pharm.net	02/28/2013	Business decision by covered entity	AO Approved
RALPHS GROCERY CO.	DBA RALPHS #016 670 S. WESTERN AVE.	LOS ANGELES	CA	Kenny Kimball VP Merchandising 310-884-4581 kkimball@ralphs.com	04/01/2013	Agreement registered in error	AO Rejected

Done

For additional assistance regarding 340B contract pharmacy, please contact the 340B prime vendor program at 1-888-340-2787 or by email at ApexusAnswers@340bpvp.com. Please reference your 340B ID number in the communication.

You may also contact OPA at:
Office of Pharmacy Affairs
Mail Stop 10C-03
5600 Fishers Lane
Rockville, MD 20857
Email: 340Bcontractpharmacy@hrsa.gov.

HHS Privacy Policy Notice — OMB Number: 0915-0327, Expiration: 10/31/2015



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This request has been processed.

For additional assistance, please contact the 340B Prime Vendor Program at 1-888-347-2787 or by email at ApexusAnswers@340bpvp.com.

You may also contact OPA at:
Office of Pharmacy Affairs
Mail Stop10C-03
5600 Fishers Lane
Rockville, MD 20857

Done

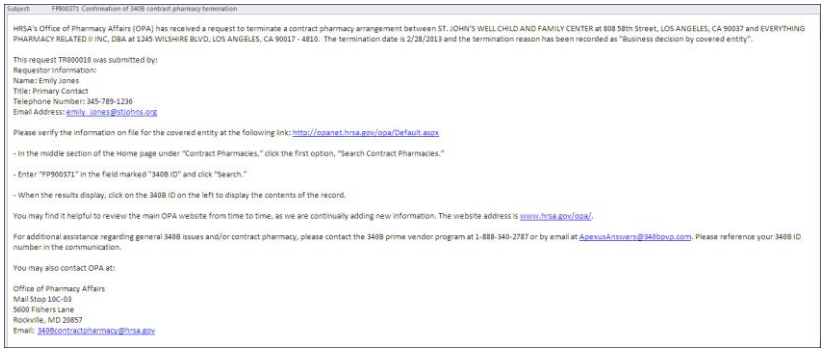
HHS Privacy Policy Notice — OMB Number: 0915-0327, Expiration: 10/31/2015

AO APPROVE / REJECT CONTRACT TERMINATIONS

DETAILS	EXAMPLE

Email Confirmation

- System generated confirmation email provides:
  - Effective termination date when the contract pharmacy arrangement is terminated from participating with the selected covered entity in the 340B Drug Program.
  - Termination reason.
  - Requestor information.
  - 340B ID of the covered entity
  - Easy-to-follow instructions to access this information in the OPA 340B System.
- Email is sent to:
  - Requestor
  - Authorizing Official
  - Contract Pharmacy Rep



Subject: FP900371 Confirmation of 340B contract pharmacy termination

HRSA's Office of Pharmacy Affairs (OPA) has received a request to terminate a contract pharmacy arrangement between ST. JOHN'S WELL CHILD AND FAMILY CENTER at 808 58th Street, LOS ANGELES, CA 90037 and EVERYTHING PHARMACY RELATED II INC, DBA at 1245 WILSHERE BLVD, LOS ANGELES, CA 90017 - 4810. The termination date is 2/28/2013 and the termination reason has been recorded as "Business decision by covered entity".

This request TR000010 was submitted by:
Requestor Information:
Name: Emily Jones
Title: Primary Contact
Telephone Number: 345-789-1236
Email Address: emily_jones@stjohns.org

Please verify the information on file for the covered entity at the following link: http://opanet.hrsa.gov/opa/Default.aspx

- In the middle section of the Home page under "Contract Pharmacies," click the first option, "Search Contract Pharmacies."

- Enter "FP900371" in the field marked "340B ID" and click "Search."

- When the results display, click on the 340B ID on the left to display the contents of the record.

You may find it helpful to review the main OPA website from time to time, as we are continually adding new information. The website address is www.hrsa.gov/opa/.

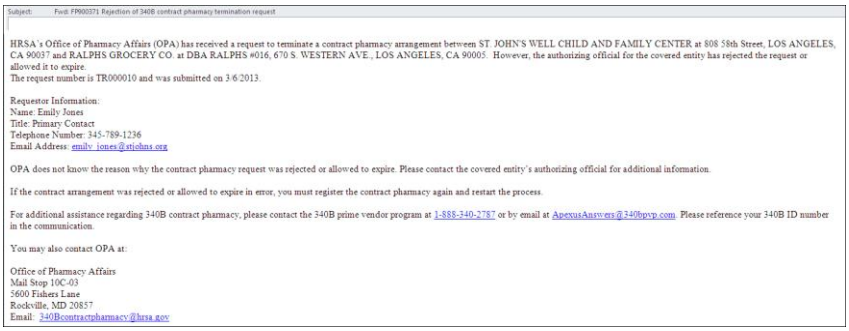
For additional assistance regarding general 340B issues and/or contract pharmacy, please contact the 340B prime vendor program at 1-888-340-2787 or by email at ApexusAnswers@340bpvp.com. Please reference your 340B ID number in the communication.

You may also contact OPA at:

Office of Pharmacy Affairs
Mail Stop 10C-03
5600 Fishers Lane
Rockville, MD 20857
Email: 340Bcontractpharmacy@hrsa.gov

Rejection/Expiration Notification

- System generated rejection or expiration email provides:
  - Request number and date of submission.
  - Requestor information.
- Email is sent to:
  - Requestor
  - Authorizing Official
  - Contract Pharmacy Rep



Subject: Fwd: FP900371 Rejection of 340B contract pharmacy termination request

HRSA's Office of Pharmacy Affairs (OPA) has received a request to terminate a contract pharmacy arrangement between ST. JOHN'S WELL CHILD AND FAMILY CENTER at 808 58th Street, LOS ANGELES, CA 90037 and RALPHS GROCERY CO. at DBA RALPHS #016, 670 S. WESTERN AVE., LOS ANGELES, CA 90005. However, the authorizing official for the covered entity has rejected the request or allowed it to expire.
The request number is TR000010 and was submitted on 3/6/2013.

Requestor Information:
Name: Emily Jones
Title: Primary Contact
Telephone Number: 345-789-1236
Email Address: emily_jones@stjohns.org

OPA does not know the reason why the contract pharmacy request was rejected or allowed to expire. Please contact the covered entity's authorizing official for additional information.

If the contract arrangement was rejected or allowed to expire in error, you must register the contract pharmacy again and restart the process.

For additional assistance regarding 340B contract pharmacy, please contact the 340B prime vendor program at 1-888-340-2787 or by email at ApexusAnswers@340bpvp.com. Please reference your 340B ID number in the communication.

You may also contact OPA at:

Office of Pharmacy Affairs
Mail Stop 10C-03
5600 Fishers Lane
Rockville, MD 20857
Email: 340Bcontractpharmacy@hrsa.gov

APPENDIX A – CONTRACT PHARMACY SEARCH EXPORT DATA DICTIONARY

Field Name	Field Description
340B ID	A unique identification number provided by the OPA to identify a 340B eligible entity in the OPA database. This 340B ID is used to purchase 340B drugs.
Entity Name	Name of the covered entity (main-site)
Entity Sub-Division Name	Name of the sub-division/outpatient facility affiliated with the covered entity (main site)
Approved	The OPA database uses "approved" to denote if an entity has been approved by the OPA to participate in the 340B program. Please note that an entity may be approved but may not be participating until a future start date. TRUE indicates that a covered entity is approved. FALSE indicates that a covered entity is not approved. Applies to all entity types.
Participating	The OPA database uses "participating" to denote if an entity is active in the 340B program. YES indicates that a covered entity is participating. NO indicates that a covered entity is not participating. Applies to all entity types.
Entity Address 1	Address 1 of the covered entity
Entity Address 2	Address 2 of the covered entity
Entity City	City of the covered entity
Entity State	State of the covered entity
Entity Zip	Zip of the covered entity
Entity Second Zip	Second zip of the covered entity
CE Signed By Name	Name of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the name of the CE Signing Official (related to the contract).
CE Signed By Title	Title of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the title of the CE Signing Official (related to the contract).

CE Signed By Telephone	Phone number of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the phone number of the CE Signing Official (related to the contract).
CE Signed By Extension	Phone extension of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the phone extension of the CE Signing Official (related to the contract).
Contract Begin Date	The OPA database uses "contract begin date" to denote the contract pharmacy start date in the 340B program. This is usually the first day of the quarter.
Contract Approval Date	The OPA database uses "contract approval date" to denote the date that the OPA approved the contract for participation in the 340B program. This is usually the first day of the quarter.
Contract Term Date	The OPA database uses "contract termination date" to denote when a contract pharmacy was/is going to be terminated in the 340B Program.
Pharmacy Name	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the name of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, pharmacy name information is provided by the DEA.
Pharmacy Address 1	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the address line 1 of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, address line 1 information is provided by the DEA.
Pharmacy Address 2	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the address line 2 of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, address line 2 information is provided by the DEA.

Pharmacy Address 3	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the address line 3 of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, address line 3 information is provided by the DEA.
Pharmacy City	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the city of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, city information is provided by the DEA.
Pharmacy State	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the state of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, state information is provided by the DEA.
Pharmacy Zip	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the zip of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, zip information is provided by the DEA.
Pharmacy Second Zip	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the second zip of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, second zip information is provided by the DEA.

Contract Pharmacy Rep Name	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the name of the contract pharmacy representative for contracts created as of 3/28/2013. For contracts created prior to 3/28/2013, this field contains the name of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
Contract Pharmacy Rep Title	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the title of the contract pharmacy representative for contracts created as of 3/28/2013. For contracts created prior to 3/28/2013, this field contains the title of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
Contract Pharmacy Rep Telephone	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the phone number of the contract pharmacy representative for contracts created as of 3/28/2013. For contracts created prior to 3/28/2013, this field contains the phone number of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
Contract Pharmacy Rep Telephone Extension	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the phone extension of the contract pharmacy representative for contracts created as of 3/28/2013, if applicable. For contracts created prior to 3/28/2013, this field contains the phone number of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
CP Signed By Name	The CP Signed By Name is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
CP Signed By Title	The CP Signed By Title is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.

CP Signed By Telephone	The CP Signed By Telephone is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
CP Signed By Telephone Extension	The CP Signed By Telephone Extension is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
Edit Date	The OPA database uses "edit date" to denote the date that the contract record was last edited. Edits to the OPA database can occur at any time.

APPENDIX B - CONTRACT PHARMACY DAILY REPORT DATA DICTIONARY

Description: **The CP Daily Report is generated daily at 12:00AM and reflects data from the previous day. For real-time updates, please use the export functionality under Search Contract Pharmacies.**

Field Name	Field Description
340B ID	A unique identification number provided by the OPA to identify a 340B eligible entity in the OPA database. This 340B ID is used to purchase 340B drugs.
Entity Name	Name of the covered entity (main-site)
Entity Sub-Division Name	Name of the sub-division/outpatient facility affiliated with the covered entity (main site)
Approved	The OPA database uses "approved" to denote if an entity has been approved by the OPA to participate in the 340B program. Please note that an entity may be approved but may not be participating until a future start date. TRUE indicates that a covered entity is approved. FALSE indicates that a covered entity is not approved. Applies to all entity types.
Participating	The OPA database uses "participating" to denote if an entity is active in the 340B program. YES indicates that a covered entity is participating. NO indicates that a covered entity is not participating. Applies to all entity types.
CE Add Date	The OPA database uses "CE add date" to denote an entity's start date in the 340B program. CE add date is the same as participating start date.
CE Term Date	The OPA database uses "termination date" to denote when a covered entity was/is going to be terminated in the 340B Program. As of this date, the entity may no longer purchase or use 340B drugs. Termination dates are updated on a quarterly basis.
Entity Address 1	Address 1 of the covered entity
Entity Address 2	Address 2 of the covered entity
Entity City Entity State	City of the covered entity State of the covered entity
Entity Zip	Zip of the covered entity
Entity Second Zip	Second zip of the covered entity

Entity Contact Name	The Entity Contact Name (related to the contract) is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CE contact information populated.
CE Contact Title	The CE Contact Title(related to the contract) is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CE contact information populated.
CE Contact Telephone	The CE Contact Telephone (related to the contract) is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CE contact information populated.
CE Contact Telephone Extension	The CE Contact Telephone Extension (related to the contract) is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CE contact information populated.
CE Signed By Name	Name of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the name of the CE Signing Official (related to the contract).
CE Signed By Title	Title of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the title of the CE Signing Official (related to the contract).
CE Signed By Date	Date that the individual signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the date that the CE Signing Official signed (related to the contract).
CE Signed By Telephone	Phone number of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the phone number of the CE Signing Official (related to the contract).
CE Signed By Telephone Extension	Phone extension of the individual that signed and authorized the contract pharmacy registration (CE Authorizing Official). For contracts created prior to 3/28/2013, this field contains the phone extension of the CE Signing Official (related to the contract).
Contract Begin Date	The OPA database uses "contract begin date" to denote the contract pharmacy start date in the 340B program. This is usually the first day of the quarter.
Contract Termination Date	The OPA database uses "contract termination date" to denote when a contract pharmacy was/is going to be terminated in the 340B Program.

Pharmacy Name	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the name of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, pharmacy name information is provided by the DEA.
Pharmacy Address 1	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the address line 1 of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, address line 1 information is provided by the DEA.
Pharmacy Address 2	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the address line 2 of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, address line 2 information is provided by the DEA.
Pharmacy City	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the city of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, city information is provided by the DEA.
Pharmacy State	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the state of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, state information is provided by the DEA.
Pharmacy Zip	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the zip of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, zip information is provided by the DEA.

Pharmacy Second Zip	Many 340B covered entities elect to dispense 340B drugs to patients through contract pharmacy services, an arrangement in which the 340B covered entity signs a contract with a pharmacy to provide pharmacy services. Indicates the second zip of a pharmacy providing contract pharmacy services. For pharmacies with a DEA number, second zip information is provided by the DEA.
Pharmacy Contact Name	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the name of the contract pharmacy representative for contracts created as of 3/28/2013. For contracts created prior to 3/28/2013, this field contains the name of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
CP Contact Title	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the title of the contract pharmacy representative for contracts created as of 3/28/2013. For contracts created prior to 3/28/2013, this field contains the title of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
CP Contact Telephone	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the phone number of the contract pharmacy representative for contracts created as of 3/28/2013. For contracts created prior to 3/28/2013, this field contains the phone number of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.
CP Contact Telephone Extension	During contract pharmacy registration, a contract pharmacy representative must be designated for each contract pharmacy relationship. Indicates the phone extension of the contract pharmacy representative for contracts created as of 3/28/2013, if applicable. For contracts created prior to 3/28/2013, this field contains the phone number of the contract pharmacy primary contact. The contract pharmacy primary contact is no longer being used and has been replaced by the contract pharmacy representative.

CP Signed By Name	The CP Signed By Name is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
CP Signed By Title	The CP Signed By Title is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
CP Signed By Date	The CP Signed By Date is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
CP Signed By Telephone	The CP Signed By Telephone is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
CP Signed By Telephone Extension	The CP Signed By Telephone Extension is no longer being used. Data displayed is for contracts created prior to 3/28/2013. Contracts created after 3/28/2013 will not have CP Signed By information populated.
Contract Comments	Comments entered by the user during registration that are contract specific.
Edit Date	The OPA database uses "edit date" to denote the date that the contract record was last edited. Edits to the OPA database can occur at any time.